



# Vacancy Announcement

## Personnel Security Specialist, GS-05/07/09

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**Announcement Number: NW0080**

**Date Opens: November 4, 2004**

**Date Closes: November 18, 2004**

**Location: Washington Navy Yard**

**Area of Consideration: Department of the Navy/  
VRA Eligibles**

**About Us:** NDW is the regional provider of common operating support to eighteen Naval installations within a one hundred mile radius of the Pentagon. Services provided include public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety. The eighteen installations include Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Navy Recreation Center Solomons, Naval Air Facility Washington, Naval Support Activities Carderock, Dahlgren and Indian Head, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Annapolis and Naval Research Laboratory.

**About the Job:** The incumbent provides security and administrative support on Personnel and Information Security and serves as the Assistant Security manager. Incumbent serves as the Assistant Special Access Program Manager (YANKEE WHITE) and other special access program requirements. This program provides for personnel assigned to Presidential Support Duty for NDW, Ceremonial Guard, Navy Band, Navy Social Aide, White House Military office, White House Mess, White House Medical Units, Vice President's Office and Vice President's Quarters. Develops, recommends and implements the security education and orientation program goals and objectives. Serves as Assistant Top Secret Control Officer/Assistant Classified Material Control Officer.

**Qualifications:** OPM requires one year of specialized experience equivalent to the next lower grade level.

**Knowledge Required by the Position:** In the body of your resume please address the following:

Knowledge of pertinent Navy security directives (NCPC, SECNAV, OPNAV and NDW)

Ability to process PSIs and clearances and to maintain position sensitivity and access lists and personnel security files.

Ability to operate personal computers.

Ability to conduct personnel investigations to identify the presence or absence of derogatory information for granting, denying or revoking security clearances.

Ability to determine eligibility for access to classified or sensitive information.

Ability to organize and prioritize the workflow of day-to-day operations.

Ability to communicate both orally and in writing.

**NOTE: It is recommended that you address the above factors in your resume.**

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